

A. What We Plan

RFP DOF-BIS-010 is being released by the state to solicit proposals from qualified bidders to (1) evaluate the state's current chart of accounts (COA) and propose a strategy for updating the COA following the selection of a commercial off-the-shelf (COTS) software product; (2) conduct facilitated work sessions to gather detailed business requirements pertaining to budget development and administration; (3) prepare two solicitation documents (Request for Proposals), one for a COTS software and the other for a system integrator; (4) assist in the evaluation of the proposals received; and, (5) assist Finance with the development and approval of a Special Project Report (SPR).

Bidders must demonstrate their experience in the following areas:

- Working with the public sector in requirements definition and RFP development.
- Knowledge of COTS enterprise-wide financial management application functionality, including work on a project that resulted in the successful implementation of an enterprise solution.
- Researching and evaluating public sector accounting structures and processes for the purposes of re-engineering.
- Facilitating large scale collaborative efforts and group work sessions with users from various backgrounds.
- Defining technical models/requirements for the purpose of establishing a benchmark that can be used in preparing and evaluating proposal costs.
- Knowledge of the state's budget process.
- Understanding the state's procurement processes, requirements, and State Administrative Manual (SAM) guidelines.
- Written and oral communication skills.
- Project management experience.

The initial activities will focus on the chart of accounts analysis and redesign strategy. While the current chart of accounts supports many financial management functions, many departments utilize shadow systems to track and account for various other activities such as projects, grants, asset management, and procurements. The chart of accounts analysis should consider incorporating additional elements to reduce or eliminate many of these shadow systems.

The following summarizes services to be provided by the contractor:

- Prepare detailed work plans for chart of accounts analysis and redesign strategy and to support the develop of multiple RFPs.
- Develop a comparison report of Uniform Codes Manual (UCM), department criteria, and enterprise financial systems.
- Determine the impact of the need for both budgetary basis and legal basis reporting requirements in a single system and prepare a summary report.
- Establish a dictionary of common terms and practices related to the statewide implementation of a financial management system.
- Finalize strategy/business case for chart of accounts and standards revisions.
- Facilitate requirements definition sessions to develop system requirements.
- Develop the technical models, processing requirements, and transaction levels that adequately establish a benchmark for the COTS software bidder.
- Develop evaluation criteria for RFPs.
- Prepare necessary SPRs.